

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAME (LAST, FIRST, MI)

SSN:

PART I - PERSONNEL RECORDS SCREENING

a. Investigations:

Type	Date Initiated	Date Completed

b. Command review of Investigation completed for initial placement in a CRITICAL PRP position _____ . (Date YYYY/MM/DD)

INITIAL SCREENING	RESCREENING & REEVALUATION (initial appropriate blocks)						
	1	2	3	4	5	6	7

c. Individual has the appropriate security clearance.

d. Type PRP position: ☐ CRITICAL

☐ CONTROLLED

e. Personnel and other official records and information locally available have been reviewed for issues relevant to PRP standards. (Initial column when results are considered favorable).

PART II - MEDICAL EVALUATION

a. A favorable review of medical records (including a favorable medical examination/evaluation as necessary) was conducted by a competent medical authority. Appropriate entries have been made on the SF 600.

b. A favorable review of medical records and history has been conducted by other medical personnel specifically trained and designated in writing (e.g. HM's, Medical Service Corps officers and nurses). No potentially disqualifying information was present. Appropriate entries have been made on the SF 600.

c. Potentially disqualifying information was evaluated by a competent medical authority. Appropriate records/medical evaluations or psychiatric evaluation accomplished. Appropriate entries have been made on the SF 600.

PART III - PERSONAL INTERVIEW AND BRIEFING

a. Individual has been personally interviewed and informed of the significance of the PRP assignment, of reliability standards, and of the need for reliable performance. Individual demonstrates a positive attitude toward the PRP and its objective (Initial in column when the results are considered favorable).

b. I have been interviewed and briefed as indicated. I understand the spirit and intent of the PRP.

Signature of Individual _____

Date (YYYY/MM/DD) _____

PART IV - PROFICIENCY

a. Individual is currently undergoing supervised on-the-job training leading to proficiency certifications.

b. Individual is certified as proficient in the duties to be performed and has been qualified by:

☐ Formal Course of Instruction and experience.

☐ Supervised training and experience.

PART V - CERTIFICATE OF ACCEPTABILITY

Individual has been evaluated using PRP standards. All information (including any potentially disqualifying information present), has been thoroughly evaluated. I find the individual's acceptability for PRP assignment to be:

☐ Suitable

☐ Unsuitable

☐ Temporarily Unsuitable

(Type/Print) Name, Grade, Position & Organization of PRP Certifying Official

Signature & Date

1

2

3

4

5

6

7

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD OPNAV Form 5510/414 (3-94) INSTRUCTIONS

General Instructions

- a. File and maintain the completed OPNAV 5510/414 on the permanent side of the service record or for civilians, in the official personnel folder (OPF). File OPNAV 5510/415 (3-94) (Record Identifier for Personnel Reliability Program) in service record (left hand side) and in the member's health records (right hand side) to reflect assignment of the individual to or in training for a position requiring extraordinary reliability. Identify the individual to supervisors, managers and other line and staff officers for purposes of assuring continuing evaluation.
- b. Pen changes to the OPNAV 5510/414 are acceptable provided they are legible and are initialed by the Certifying Official. Changes will be made by lining through the incorrect information, inserting the correct information in the same space, and initialing by the Certifying official.
- c. The Certifying Official will initial OPNAV 5510/414 blocks to demonstrate review. Slash marks will be used for corresponding items that were not reviewed or pertinent.
- d. All dates will be entered so that year, month and day are easily discernible. (yr/mo/day, 19890101).
- e. The screening of personnel records, the medical evaluation and the initiation of investigation may be conducted in any order the Certifying Official deems appropriate.
- f. When an individual's OPNAV 5510/414 is completely filled in, or becomes unreadable, a new OPNAV 5510/414 will be prepared. Attach the old form to the new form and file in the personnel record. The words "Continuation Sheet" shall be printed at the top and bottom of the new form.
- g. Personnel in training for, or performing in, an assignment or position designated as PRP Critical or Controlled are required to be screened initially and continuously evaluated thereafter to ensure they meet the program standards. This form provides a format for documenting the required screening and continuous evaluation process. Complete applicable parts of the form and initial appropriate blocks.

1. Part I - Personnel Records Screening

- a. In section a., record the type of investigation (ENTNAC, NAC, SSB, SPR, PR, etc.). You may use the type investigation identified on the Department of the Navy Central Adjudication Facility (DON CAF) message. Additionally, record the date the investigation was initiated or requested and/or the date the investigation was completed.
- b. Section b. is for initial assignment to a **CRITICAL** PRP position. The certifying official is required to review the investigation that supports the initial assignment. The certifying official will fill in the date the investigation was reviewed. Once the initial review is accomplished, there is no need to repeat the review for subsequent screening or at subsequent commands.
- c. Initial in section c. when the individual has a security clearance commensurate with the security classification of the information required.
- d. In section d. identify the type of PRP position assignment.
- e. Review the individual's service record, official personnel folder or other records relevant to PRP standards. In section e., initial the appropriate column when review is favorable.

2. **Part II - Medical Evaluation.** A medical evaluation is required to determine the individual's physical and mental fitness for PRP duties. The PRP medical evaluation may be based solely on medical history records if they are sufficiently comprehensive and current. Where potentially disqualifying information exists or an otherwise disqualifying condition is present, a current medical examination by competent medical authority is required. Psychiatric consultation may be warranted if there are indications of mental or emotional disorders. An SF 600 entry in the medical record regarding the individual's acceptability for PRP duties is necessary.

- a. Initial in section a. when the medical record review or medical examination/evaluation was conducted by a competent medical authority. Document determination on the SF 600.
- b. Initial in section b. when the medical records review was accomplished by other medical personnel specifically trained and designated in writing (e.g. HM's, Physician Assistants, Medical Service Corps officers and nurses) and revealed no potentially disqualifying information. Document determination on the SF 600.
- c. Initial in section c. when potentially disqualifying information is present, the information is evaluated by a competent medical authority, and the individual is determined suitable for PRP assignment. Document determination on the SF 600 commenting on all potentially disqualifying information.

NOTE: In all cases, medical certification entries will be documented on the SF-600, and the information provided to the certifying official for final PRP suitability determination.

3. Part III - Personal Interview and Briefing.

- a. In section a., the interviewer will initial when the required interview and briefing are conducted and the results are satisfactory.
- b. In section b., for initial PRP assignment the individual will sign, date, and initial column 1. When rescreening, the individual will initial in columns 2-7.

4. **Part IV - Proficiency.** Personnel who perform modifications, retrofit, limited life component (LLC) changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by on-the-job training or during the required instructional phase. Ensure prescribed instructional requirements are met..

- a. Initial in section a. when the individual has neither experience or training and is undergoing supervised on-the-job training. Rescreen when appropriate.
- b. Initial section b. as appropriate.

NOTE: Completion of Part IV is not required when conducting preliminary screening incident to transfer to a course of instruction.

5. **Part V - Certificate of Acceptability.** Ensure all aspects of screening are accomplished, make a determination, initial the appropriate block and sign. Certification of acceptability must be made by the Commanding Officer, Executive Officer or PRP Certifying Official.

6. Administrative Termination

- a. A certification of acceptability will be terminated administratively when an individual is reassigned within the same command from a PRP position to a non-PRP position for reasons that are not disqualifying. Enter "Administratively Terminated" in the next succeeding column of OPNAV 5510/414 (leaving all blocks blank).
- b. The official signing the administrative termination shall be the Certifying Official.
- c. When an individual receives Permanent Change of Station (PCS) orders, the administrative termination is automatic. Entry on the OPNAV 5510/414 is not required.